

THIS IS A SAMPLE PACKAGE OF THE DATA WE WILL BE COLLECTING **ON THE WEB** FOR FALL REPORTS. PLEASE **DO NOT** SUBMIT YOUR DATA ON THESE FORMS.

DATE: September 14, 2003

TO: Superintendents, Directors, Data Managers

FROM: Edward A. Giroux, Director of Network and Information Systems

SUBJECT: Annual Fall Reports Data Collection

As in the past, the Annual Fall Reports for School Year 2004-2005 will be collected over the Web. These reports include:

October Membership School Report (ES-F010)
 Dropout Report (ES-F011)
 June 2005 Graduating Class Fall Membership (ES-F015)
 Non-Certified Personnel Report (ES-F045)
 At-Home Instructed Students Report - If applicable (ES-F501)

- Public, State Operated and Charter school districts should complete all of the above listed reports.

You will submit the information for your district and schools through the RI Department of Education (RIDE)'s Information Services Portal Website (<http://www.eride.ri.gov/>). From the Website home page, click on **State Reporting** on the left hand side, you will see a list of scheduled reports or data that are either open or closed for submission, as well as detailed instructions on how to submit each report. Simply click on **eRIDE Login** to login and start submitting the data. By now, you and your data staff should have already obtained an eRIDE **User Login** and **Password**. Any one in your LEA who needs an eRIDE account should contact your local data managers or Marie Gariepy at RIDE (222-4600 x 2231, mgariepy@ride.ri.net).

A small group workshop will be provided on Monday September 27th to those who are not familiar with the October reporting. To sign up for the training, click on Trainings/Workshop on our eRIDE portal Site (<http://www.eride.ri.gov/>). If you need assistance or require additional information about the workshop, please do not hesitate to call the Office of Network & Information Systems at 222-4600 x2231.

Please do not attempt to submit the data until October 1st. We expect all of the relevant Web-based data entry forms to be ready in the first week of October. You will be informed by email. All completed Web-forms must be printed, signed and returned by October 20, 2004 to:

Marie Gariepy
 RI Department of Education
 255 Westminster Street- Room 623
 Providence, RI 02903
 Phone (401) 222-4600 Ext. 2231
 Fax (401) 222-4044

OCTOBER MEMBERSHIP (F010)

Record Layout

Field #	Field Description	Field Name	Field Type	Length
A	STATE ASSIGNED STUDENT ID (blank value not allowed)	SASID	TEXT	10
B	LOCALLY ASSIGNED STUDENT ID (blank value not allowed)	LASID	TEXT	16
C	REPORTING DISTRICT CODE (blank value not allowed)	DISTCODE	TEXT	2
D	SCHOOL CODE (blank value not allowed)	SCHCODE	TEXT	5
E	STUDENT GRADE (blank value not allowed)	GRADE	TEXT	2
F	STUDENT LAST NAME	LASTNAME	TEXT	30
G	STUDENT FIRST NAME	FIRSTNAME	TEXT	30
H	STUDENT MIDDLE INITIAL	MI	TEXT	1
I	STUDENT GENDER	SEX	TEXT(M/F)	1
J	STUDENT DATE OF BIRTH	DOB	DATE	
K	STUDENT RACE	RACE	TEXT	1
L	STUDENT IEP STATUS: A student with disability.	IEP	TEXT (Y/N)	1
M	STUDENT SEC504 STATUS	SEC504	TEXT(Y/N)	1
N	STUDENT LEP STATUS: A student who is enrolled in ELL program (LEP)	LEP	TEXT (Y/N)	1
O	STUDENT TITLE I STATUS: A student who received Title I Services; coded 'Y' for every student when the school has a school-wide project	TITLE1	TEXT (Y/N)	
P	STUDENT LUNCH STATUS: A student eligible for free or reduced lunch - Free (F), Reduced (R), None (N); include students eligible for free milk if enrolled in 1/2 day KG	LUNCH	TEXT (F/R/N)	1
Q	STUDENT MIGRANT STATUS	MIGRANT	TEXT(Y/N)	1
R	STUDENT HOMELESS STATUS: A student who lacks a fixed, regular, and adequate night-time residence	HOMELESS	TEXT(Y/N)	1
S	CAREER AND TECHNICAL CENTER CODE	CTECHCTR	TEXT	5
T	RESIDENT DISTRICT CODE IF NON-RESIDENT	DISTCODE_RES	TEXT	2
U	SCHOOL CODE IF ENROLLED IN OUTPLACED PROGRAM	SCHCODE_OUT	TEXT	5
V	DATE OF ENROLLMENT	ENROLL_DATE	DATE	

Click on State Reporting, then on October Enrollment at <http://www.eride.ri.gov/> for detailed instructions on how to submit the data.

DROPOUT REPORT (F011)**Record Layout**

Field #	Field Description	Field Name	Field Type	Length
A	STATE ASSIGNED STUDENT ID (blank value not allowed)	SASID	TEXT	10
B	LOCALLY ASSIGNED STUDENT ID (blank value not allowed)	LASID	TEXT	16
C	REPORTING DISTRICT CODE (blank value not allowed)	DISTCODE	TEXT	2
D	SCHOOL CODE (blank value not allowed)	SCHCODE	TEXT	5
E	STUDENT GRADE (blank value not allowed)	GRADE	TEXT	2
F	STUDENT LAST NAME	LASTNAME	TEXT	30
G	STUDENT FIRST NAME	FIRSTNAME	TEXT	30
H	STUDENT MIDDLE INITIAL	MI	TEXT	1
I	STUDENT GENDER	SEX	TEXT(M/F)	1
J	STUDENT DATE OF BIRTH	DOB	DATE	
K	EXIT/WITHDRAWAL DATE	EXIT_DATE	DATE	
L	EXIT/WITHDRAWAL TYPE	EXIT_TYPE	TEXT	2

Click on State Reporting, then on Dropout Report at <http://www.eride.ri.gov/> for detailed instructions on how to submit the data.

SCHOOL NAME: _____

INSTRUCTIONS***REPORT THE NUMBER OF TWELFTH GRADERS WHO ARE EXPECTED TO GRADUATE NEXT JUNE***

Title 16, Chapter 37, Section 25, states the following:

“The number of scholarships available to be awarded in any fiscal year shall be equivalent in number to five percent (5%) of the October Enrollment (Membership) in the Graduating Classes in all Rhode Island secondary schools, both public and private, as certified by the Commissioner of Education from the Fall Enrollment (Membership) Reports submitted by such secondary schools, in the same fiscal year as the awards shall be made.”

The correct October Membership in the Graduating Class for this school year is _____ twelfth grade students.

REPORT OF AT-HOME INSTRUCTED STUDENTS FALL 2004

SCHOOL DISTRICT: _____

GRADES	MALE	FEMALE	TOTAL
PRE-KINDERGARTEN			
KINDERGARTEN			
GRADE 1			
GRADE 2			
GRADE 3			
GRADE 4			
GRADE 5			
GRADE 6			
GRADE 7			
GRADE 8			
GRADE 9			
GRADE 10			
GRADE 11			
GRADE 12			
TOTAL			

Report the number of At-Home instructed students on or about October 1. These students must have received permission from the school committee to be instructed at home according to the provisions of Section 16-19-2 of the General Laws of Rhode Island, 1956 , as amended.

DO NOT REPORT THESE STUDENTS ON ANY OTHER RIDE FORM.

DO NOT report those students who are homebound and who are members of the public school district receiving instructional services from the school district at home. Homebound students should be reported in October 1st Enrollment.

DEFINITION OF MEMBERSHIP:

A student is a member of a class of school from the date he or she enters the school until the date her or she leaves the school. Membership is terminated for reasons of transfer, death, completion of schoolwork, or approved withdrawal. Approved withdrawal pertains to students who have reached sixteen (16) years of age, but have not reached eighteen (18) years of age and have parental permission to withdraw. Eighteen year olds may withdraw without parental permission. In any case, the date of termination of membership is the day after the last day of attendance.

GRADE DESIGNATION

Students who cannot be assigned a normal grade designation must be assigned to a grade according to their corresponding age group. Example:

<u>Age Groups</u>	<u>Grade Designation</u>	<u>Age Groups</u>	<u>Grade Designation</u>
3-5	PK	11-12	06
5-6	KG (½ day or full day)	12-13	07
6-7	01	13-14	08
7-8	02	14-15	09
8-9	03	15-16	10
9-10	04	16-17	11
10-11	05	17-19	12

All students must be placed within the grade designation listed on this form.

Pupils who are in an ungraded program of regular instruction should be counted in the following manner:

- a. Pupils corresponding to grade levels 1-3 should be recorded as grade 3.
- b. Pupils corresponding to grade levels 4-6 should be recorded as grade 6.
- c. Pupils corresponding to grade levels 7-8 should be recorded as grade 8.

RACE/ETHNICITY

See attached Race table

DISTRICT: _____

<i>I. INSTRUCTIONAL STAFF POSITION</i>	CODE	F.T.E.					
Teacher Assistant	10					•	

<i>II. SUPPORT SERVICES STAFF POSITION</i>	CODE	F.T.E.					
Library/Media Support Staff	20					•	
LEA Administrators	30					•	
LEA Administrative Support Staff	40					•	
School Administrative Support Staff	50					•	
Student Support Services Staff	60					•	
All Other Support Services Staff	70					•	

<i>III. TOTAL F.T.E. (SECTION I AND II)</i>						•	
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***NON-CERTIFIED STAFF REPORT
FORM ES-F045***

GENERAL INSTRUCTIONS

NON-CERTIFIED STAFF REPORT
FORM ES-F045
GENERAL INSTRUCTIONS

1. PURPOSE

The Non-Certified Staff Report is a report of the number of non-certified personnel by assignment categories employed by the school district expressed in full-time equivalents (F.T.E.). Persons included on this report should be paid directly by the school district or from funds channeled through the school district such as, federal or state grants.

2. WHO TO REPORT

All non-certified personnel who are paid directly by the school district or from funds channeled through the school district such as federal or state grants. Exclude all certified personnel who are counted on the Personnel Assignment System (PAP). Do not include any personnel paid directly from outside sources or any volunteers.

3. HOW TO COMPLETE THE FORM

Select a staff category for each employee that most clearly represents his or her work assignment. For persons who work in more than one category prorate their F.T.E.'s according to the proportion of time worked in each category. Staff category definitions are found on pages 2 and 3. Calculate the F.T.E. for each employee in each staff category using the formula discussed on page 4. Add the F.T.E.'s for each category and enter the total in the appropriate line on Form ES-F045. Please note that F.T.E. is expressed to the nearest tenth (one decimal place).

Add all the F.T.E.'s for each category and enter the grand total in Section III – Total F.T.E.

The person reporting the Non-Certified Staff Report should sign and date it on the appropriate lines.

Form ES-F045 is due in the Department of Education on or before October 15th of each year. Please keep one copy of this form for the district records and mail the original signed copy to the address printed on the form.

Questions regarding this form should be addressed to the Office of Information Services (222-4600 EXT.2231)

NON-CERTIFIED STAFF REPORT
FORM ES-F045
STAFF CATEGORIES

I. INSTRUCTIONAL STAFF**Teacher Assistant****Code 10**

Teacher Assistants are those staff members who are deemed to include any person employed to provide instructional or other direct services to students (and/or their parents/legal guardian) under the supervision and direction of the classroom teacher or other appropriately-certified professional staff. (For further clarification, see P.L. 1996, sec.16, chapter 11.2.)

EXCLUDE: School office clerical and secretarial staff and volunteer aides.

INCLUDE: Paid staff only.

II. SUPPORT SERVICES STAFF**Library/Media Support Staff****Code 20**

Library/Media Support Staff are those non-certified staff members who render other professional library services, including selecting, preparing, caring for, and making available to members of the instructional staff and students the equipment, films, filmstrips, transparencies, tapes, TV programs and similar materials, whether maintained separately or as part of an instructional materials center.

INCLUDE: Activities in the audiovisual center, TV studio, and related work areas, and services provided by audiovisual personnel.

INCLUDE: Library aides and those involved in Library/Media Support.

EXCLUDE: All certified Library/Media Staff. These staff members should be reported on the Personnel Assignment System (PAP).

LEA Administrators**Code 30**

LEA Administrators are those administrators who are NON-CERTIFIED and have district wide responsibilities: e.g., business managers, personnel directors, administrative assistants, supervisors of health services and food services.

EXCLUDE: All CERTIFIED administrators who are counted on the Personnel Assignment System (PAP).

LEA Administrative Support Staff

Code 40

LEA Administrative Support Staff are those staff members who provide direct support to the district administrators such as, the superintendent, assistant superintendents, curriculum directors, as well as, any non-certified directors included under (Code 30).

INCLUDE: District office clerical and secretarial staff, clerks, and other personnel who assist administrators.

School Administrative Support Staff

Code 50

School Administrative support Staff are those staff members of a school whose activities are concerned with supporting the office of the principal, guidance health services and department chair persons.

INCLUDE: School clerical and secretarial staff.

EXCLUDE: Instructional aides.

Student Support Services Staff

Code 60

Student Support Services Staff are non-certified staff members who serve as transportation supervisors, provide health services, attendance officers, and individual student aides prescribed by an IEP.

EXCLUDE: All certified personnel including psychologists, audiologists and speech pathologists (check certification files) Personnel Assignment System (PAP).

Other Support Services Staff

Code 70

Other Support Services Staff are all support services staff members not reported in the categories listed above, e.g., social workers, data processing, health, maintenance, janitors, bus drivers and cafeteria workers.

EXCLUDE: Cafeteria workers paid directly by the state.

**NON-CERTIFIED STAFF REPORT
FORM ES-F045
FULL-TIME EQUIVALENCY (F.T.E.)
DEFINITION AND CALCULATION**

1. FULL-TIME - DEFINITION

Full-time equivalency is the amount of time required to perform an assignment stated as a proportion of full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position.

2. EXAMPLES

- a) An employee who works one full day per week. Normal full-time hours are 7 hours per day and 35 hours per week. This employee's F.T.E. is calculated thus:

$$\frac{7 \text{ hours worked per week}}{35 \text{ hours normal full-time per week}} = .2$$

- b) For an employee who works one-half day, five days per week, F.T.E. is calculated thus:

$$\frac{17.5 \text{ hours worked per week (3.5 hrs. x 5)}}{35 \text{ hours normal full-time hours per week}} = .5$$

- * The formula to be used for all F.T.E. calculations is:

$$\frac{\text{Normal hours person works per week}}{\text{Normal hours for full-time position}} = \text{F.T.E.}$$

- * All entries for ES-F045 should be calculated to the nearest tenth.
(one decimal place)

ATTACHMENT**GRADE TABLE**

ITEM VALUE	VALUE NAME
KF	KG Full Day
KG	KG 1/2 Day
PF	Pre-K Full Day
PK	Pre-K 1/2 Day
01	1st Grade
02	2nd Grade
03	3rd Grade
04	4th Grade
05	5th Grade
06	6th Grade
07	7th Grade
08	8th Grade
09	9th Grade
10	10th Grade
11	11th Grade
12	12th Grade

GENDER TABLE

ITEM VALUE	VALUE NAME
F	Female
M	Male

RACE TABLE

ITEM VALUE	VALUE NAME	
A	Native American	A person having origins in any of the original peoples of North America. This category includes American Indians, Eskimos and Aleuts.
B	Asian (Pacific Islander)	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This includes, for example, China, Japan, Korea, The Philippine Islands and Samoa.
C	Black (Not Hispanic)	A person having origins in any of the Black Racial Groups. Do not include persons of Hispanic origins.
D	Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
E	White (Not Hispanic)	A person having origins in any of the original peoples of Europe, North Africa, The Middle East or the Indian Sub-Continent.